

Documentation checklist

Use this checklist to track completion of documentation tasks across the three phases. Assign an owner to each item before the event begins.

July
17

Before the event

<input type="checkbox"/> Project planning documents saved and shared	Folder structure and naming conventions set up
<input type="checkbox"/> Budget and timeline finalised	Accessible to all team members
<input type="checkbox"/> Promotional materials archived	Original files retained, not just exports
<input type="checkbox"/> Participant data organised	Applications, selection records, contact lists
<input type="checkbox"/> Photo and video shot list created	Assigned to specific team members
<input type="checkbox"/> Media releases prepared	To be signed on arrival at the event



During the event

<input type="checkbox"/> Photographer and videographer briefed	Shot list reviewed; cloud upload active
<input type="checkbox"/> Real-time observation notes captured	Assign one facilitator per key session
<input type="checkbox"/> All team presentations recorded	Backup copy confirmed
<input type="checkbox"/> Team project artefacts collected	Slides, sketches, prototype documentation
<input type="checkbox"/> Photos organised and backed up daily	End of each event day
<input type="checkbox"/> Unexpected moments and quotes noted	Feeds directly into case studies and report



After the event

<input type="checkbox"/> All photos uploaded and organised by category	Within 48 hours
<input type="checkbox"/> Video footage edited and archived	Highlight reel and presentation recordings
<input type="checkbox"/> Survey data compiled and analysed	Link to Sections 2.3.1–2.3.3
<input type="checkbox"/> Financial reconciliation complete	Receipts matched, actuals vs. budget
<input type="checkbox"/> Impact assessment conducted	Feeds Section 2.3.3 Impact Evaluation Report
<input type="checkbox"/> Draft report circulated for team review	Allow 1 week for feedback
<input type="checkbox"/> Final report completed and audience versions produced	All stakeholders receive appropriate version
<input type="checkbox"/> Media, social sharing, and press release executed	Within 1 week of event
<input type="checkbox"/> Files backed up in multiple locations	Archive organised for long-term access

Long-term retention: Retain planning and execution materials for at least 5 years, financial records for 10 years, and final reports and impact data permanently. Keep the hackathon guide and templates as living documents, updated after each event with new learnings.